

MINUTES FROM  
QUARTERLY MEETING OF BOARD OF DIRECTORS  
OF  
EAST MOUNTAIN FOOD PANTRY INC  
HELD SATURDAY JANUARY 14, 2023 at 8AM

David, as President, presided over meeting.

Because of Sammie's absence, Dorlaska was Acting Secretary.

Meeting was called to order at 8:04 am on Saturday, 14, 2023. All Directors, except for Sammie Hutchison and Amy Clements were present. The Treasurer, Cheryl Smith was also present.

Guests present are all EMFP Volunteers:

Flynn Bushong, Jan Griffin, Judy Mackenzie and Vickie Wheatley

**Paperwork:**

- All Directors signed the Waiver of Notice for Special Meeting of Directors
- The President asked for a Review and Approval of the presented Agenda. Motion was made, seconded and approved.

**Presentation of Finances by David:**

- *December Financials*

David presented the information along with budgeted items

- *2022 Financial Audit will Start Soon*

Funds to pay for the Audit are in the Budget. The Independent Audit is required by State based on our income. David and Cheryl will provide the financial details to the Auditor by February 15th.

- *Current Financial Resources*

There are Savings in operating cash allocated to pay for the acquisition of the property next door that we are trying to acquire for placement of our new Pantry building.

**Old Business:**

- Parking Lot Repairs (Kyle)

Striping of the Parking Lot is required by BernCo Zoning and will include future placement of the Parking Stops. Since the stops need to have spikes hammered into the asphalt we will wait until the parking lot is redone before affixing those. Kyle provided information about the parking lot striping needed. There needs to be handicap parking that is in compliance with Americans with Disability Act. We have room for approximately 26 parking spaces. David indicated that two handicapped spaces should be sufficient. One handicapped space will be placed next to the ramp at the church and possibly the other at Ola's or OneStop. The pantry doesn't need a handicapped space since people usually don't need to go inside. It was suggested to ask Ola & Tamne for their thoughts regarding the number of customers they have who need a handicapped space.

Comment from Judy M, if we use angle parking we may be able to get in and out easier.

- Solar Array Project Update- (Bill)

*Production Concerns*

Bill provided information about the Solar issues with low kWh production from the inverters. Currently there is not enough capacity for the solar panel output. The panels can produce 42kW, but the six inverters combined can only process 36kW. Contractor has agreed there is a need to increase to 42kW and as days get longer this will get worse.

*Concrete parking barriers in front of Solar Array, Retaining Wall continuation, Landscaping fabric and gravel around Solar Array and back of building*

Bill will meet with Sam Flager on Wednesday, January 18th to discuss scraping & cleaning the area, laying weed prevention fabric with gravel on top. Cheryl indicated that Sam had not provided his W-9 yet.

- *Procedure Manual Additions: (Dorlaska)*

The manual is up-to-date with the needed additions of

- Procedures for Use of Facility

(i.e., Gardening Training) (Sammie)

- Signage Procedures and Restrictions for Tenants (Bill)

Restrictions for Others as Well

- Snow Removal Procedures (Amy)

- Any outstanding unfinished procedures

Procedure Manual – Dorlaska didn't have information/updates. Will reach out to Sammie about procedures for use of facility.

Garden application process – The Garden training wasn't attended by many pantry clients. The problem was there wasn't much interest expressed by pantry clients. There was more pantry volunteers who attended the training. Clients were notified with a note related to training in their food boxes. Suggest use 411 to notify clients about training. Do we want to open it up to East Mountain Community in general?

- Property/Pantry Cleanup and Maintenance (Amy)

*Cleanup of Trash, Weeds, Mowing, Reducing Weeds by spraying? Snow Plowing, Snow Blower Donations (??), SnowCam*

The Shaded area on east side of parking lot/just north of the building must always be cleared so there is no ice formation.

Amy is looking at hiring someone to keep weeds/trash out.

Bill reported that Rodney donated snow blower. It will need to get close to the sidewalk to remove snow from that area before ice can build up. The snowblower's gas has been drained and has new spark plugs. It may need a new carburetor. Bill will work with Mike to have him check it out.

We have purchased a Solar camera which can be used to monitor the snowfall, shaded area north of building gets icy. Waiting on the solar charger to arrive which should be here in late January.

- Website Updates (Cindy/Sammie)

Cindy said there wasn't any updates on the website. She will work with Sammie.

- US Rep Stansbury Grant for New Building (David)

Congress passed the annual Federal Budget and the President signed the Budget into law in December 2023 with the Pantry's Grant included in excess of \$700,000. We are working on accessing the funds. The funds must be obligated by September 2023. Design Components include:

- Buying 0.9 Acres of Property to the West—Currently in the Zoning and Replatting process
- New Building Design Work Started—Architect has Plat and Topographical Sketches including R&B Construction Rough Estimates. The Committee needs to meet with Architect to determine the maximum size of building that will fit while addressing BernCo Fire Department requirements. Space is needed for a fire truck to turn around without backing up as well as semi-trucks (RRFB), maybe use anticipated side double gates for truck exit. Currently there are Committee Members and Lead Member (Kyle) for Building Planning and Design. If anyone is interested in participating on the committee let Kyle know.
- Interior design ideas – relay them to the committee

- Garage Doors for Barn—on-hold (David)

- Protected Staging Area for Deliveries—on-hold (David)

**New Business:**

- We received an additional BernCo Grant from County Commissioner Pyskoty for \$5,873. This is to purchase similar requirements as our other grant from NM State Representative Stefani Lord through BernCo.

- Search for new EMFP Board President

- Consider creating new Corporate Officer – Chief Financial Officer

David is resigning as President on or before June 30, 2023 once taxes are completed. David proposes creating a new Officer position, Chief Financial Officer (CFO). This would be separate from President. David would consider taking the CFO position, with the Pantry looking for a new President. We will need to be determined whether the position will be a volunteer or if the President position is paid and if so will it be a full or part-time position.

David will work on a time study to determine where his time is spent so a President job description can be developed. He did express that some Presidential duties require immediate action and cannot wait until a volunteer has time available. Ex: The President must be available for tasks on a timely basis (Stansbury grant – Assisting with other grants, etc.). President meets the needs of the whole business not just the Food Pantry. The job description must also include a business manager aspect.

Things to consider: What percentage of Pantry income is spent on overhead versus feeding people. Current employees divide their time appropriately between Pantry and Property. From IRS perspective one entity. Currently the property barely supports itself however, the Pantry doesn't pay rent. We have a Family grant that is currently paying the Manager's salary until Fall 2024. Cheryl Smith and Dorlaska Cammack are the only paid employees. President may need to be a paid position; not sure it should be full-time. David will put together a job description.

- Client Verification (Dorlaska)
  - Should clients show a Picture ID every 6 months?
  - Should clients provide something showing where they live? (Rent or utility bill, etc. showing physical address)
  - Should clients provide some proof of income or ids self-identify, OK?

Dorlaska reported as the EMFP grows and grants are submitted and funds received, we need to provide factual data in our reporting. The recommendation is to obtain picture id, proof of current physical address and proof of income from clients during recertification as well as new clients. Other pantries such as Bethel in Moriarty and Storehouse in Albuquerque ask for documentation. Cheryl offered a recommendation of obtaining utility bill as proof of residence. David suggested reaching out to Roadrunner Food Bank and ask about their process for client documentation. Flynn provided her recommendation related to people living under zip code 87123 Carnuel/Albuquerque. Carnuel does not have a post office so their official city of record is Albuquerque utilizing a zip code of 87123. This zip code also extends west to at least Eubank and there have been clients living in Albuquerque who try to come to EMFP for a food box. We need to establish process to establish the correct food box to provide (emergency food box, anonymous box, or down scaled version) to clients in 87123 who live west of Carnuel (actually in Albuquerque). After reaching out to RRFB, we will come up with a policy for verification and recertification. Flynn took exception to the requirement that the volunteers certify that the clients meet the eligibility requirements. If the volunteers need to certify, then the clients should be required to provide proof so the volunteers have a basis for certifying. Dorlaska will work on proposal for Directors to approve.

- UWCNM Grant-Inventory Control (Cindy)
  - General Discussion on these Topics (see page 6)
    - *How to Proceed*
    - *Various Systems*
    - *Types of Automated Systems*

Cindy presented information about inventory systems. Looked at Link2Feed and other systems. Types of automated inventory systems such as smart phone, bar code scanner. Kyle recommended hand-held scanner/phone, pick one spend the money to see how it works. Cheryl suggested that the pantry purchase smart phone and pay for service. Received United Way grant of \$8,000 to pay for us to figure it out. David asked Cindy to come up with a proposal and Board will vote.

**Old Logistic Updates:**

- Support expansion for Pantry by Businesses and Churches (Bill)

- Co-op (Kyle)

Kyle – Co-op – Mountain Valley Church is putting up on the A/V screens to donate to pantry.

**Grant Application(s)**

Not sure how much more Costco donations we will be receiving as Restoration Ministries restarts their soup kitchen. RRFB is doing a presentation on 18 January about food pickup options, several from pantry will participate.

- Gardening Classes  
(Refer back to Procedure Manual discussion (Dorlaska))

**New Logistics:**

- Outstanding Additional Grants (Kyle & Amy)  
Board members discuss donations. Kyle grants, application working on Gardening Classes.

**Additional Business:**

- There being no additional business Kyle made the to adjourn and Cindy seconded it. Meeting was adjourned on 9:04am

Next meeting is Saturday, 8 April 2023.



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David M. Smith, President

Dorlaska M. Cammack  
Dorlaska M. Cammack, Acting as Secretary

## **Inventory Systems**

Questions on how to proceed:

- What do we want out of an inventory system?
- Ruling out trying to inventory any incoming donations or outgoing food boxes as this would be extremely time consuming.
- Will an inventory be used to measure what our current amounts on hand are or something else?
- Do we only inventory items in the back room, full cases of the entire pantry?

Information on various systems:

I looked at several systems geared toward non-profits and have ruled them all out for the following reasons:

- Link2Feed – while we already use L2F for client management, volunteer management would be duplicated since we use Homebase. The webinar that Sammie/Cindy attended never got around to demonstrating the system. I looked at several YouTube videos and the inventory system was not automated, did not sync with a scanning device and everything would need to be entered manually (no different that is being done now).
- Three other systems were Planstreet, Non-Profit + and PantrySoft. All of these are full scale systems including client management, volunteer management and inventory.

Types of Automated Inventory Systems:

*Smart Phone* - I liked Scan-IT to Office. It is an app-based inventory system using a smart phone and is downloaded to google sheets or excel. The one drawback is that it would require a volunteer to use their personal smart phone. The price for this service is \$4.49 monthly, \$10.99 for a 3-month subscription or \$29.99 yearly. This program would allow for two users (I.e., two cell phones) to be used.

*Bar Code Scanner* - Systems using a bar code scanner are also an option. The most recommended bar code scanner is Datalogic which retails for between \$35-\$50 on Amazon. The unit would need to be charged, which represents a problem since there is not a lot of free space in the pantry to plug something in. You can download what you have scanned into Excel (or google sheets) for no charge.

Pros and Cons of Smart Phone vs. Bar Code Scanner:

Smart phones would allow you to scan one box and then indicate how many boxes you have in inventory. Would not need charging since volunteers would be using their own devices.

Bar Code Scanners – seem easy to use, just point and click. One drawback is that if you had 50 boxes of something you would have to point and click 50 times.

Overall Note: there is no list of available UPC codes available. The initial setup of any system would require more time as we identify UPC codes. Most of what we get is standard, including donations of cases of food. We would need to create a look-up table in excel to translate what the UPC code is.